

MSPO CERTIFICATION SUMMARY REPORT

HONG GEOK MING HOLDINGS SDN BHD

SURVEILLANCE 01

Remote Audit Date: 20/01/2021 - 21/01/2021

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MSPO Certification Summary Report

Company Name: Hong Geok Ming Holdings Sdn. Bhd.

Certifying Unit: Hong Geok Ming Holdings Sdn. Bhd.

Client Number: 92-144

Audit Type: ASA 01

Mode of Audit: Remote



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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
SDS	Safety Data Sheet

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1. INTRODUCTION

Hong Geok Ming Holdings Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the Hong Geok Ming Holdings Sdn. Bhd.

The supporting documents are provided to the audit team as well as information received by means of interviews and background investigation.

The documents and information are reviewed against the requirements and criteria based on MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;
2. Palm Oil Supply Chain Traceability Requirements

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 team member. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

Qualification of the Trainee Lead Auditor: Joseph Sim Siaw Seng

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none">i) Agriculture;ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);iii) Engineering, Process Technology;iv) Energy Management, Quality Management;	Graduate in Diploma in Occupational Safety and Health

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Requirement	Qualifications
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Trainee Lead Auditor
Field working experience in the palm oil sector or demonstrable equivalent	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	4 years of working experiences in Health and Safety and 3 years of working experiences in plantations.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed Basic SA 8000 training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed IMS ISO 9001, 14001, 45001 LA course training attended.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Qualified and appointed as auditor for MSPO Scheme.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin and English.

Qualification of Team Member

Requirement	Name of Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Khairul Anwar Bin Ismail	Graduate in Agricultural Science	Yes
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Khairul Anwar Bin Ismail	5 years working experience in oil palm plantations	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Khairul Anwar Bin Ismail	Successfully completed MS 2530 series standards for Lead Auditors.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Khairul Anwar Bin Ismail	Qualified as Lead auditor for MSPO scheme.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 45001 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Ismail Anwar Bin	Successfully completed SA 8000 Basic training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 14001 Lead Auditor course.	Yes
Completed High Conversation Value assessment	Khairul Ismail Anwar Bin	Qualified as Auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Khairul Ismail Anwar Bin	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews operational personnel, workers, contractors; review of documentation;
- Reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Final approval, certification decision and issuance of certificate.

Annual Surveillance Audit 01:

Annual surveillance audit conducted remotely on 20/01/2021 – 21/01/2021 covering the following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual review of documentation established but not limited to below
 - Policies
 - Estate map
 - Land titles
 - Standard Operating Procedures
 - Work Flow Charts
 - Management Plans
 - Operating licenses and approvals
 - Operating records
 - Training records
 - Applicable Legislation Documents
- Virtual inspection of estate facilities and field activities; objective evidences field photos

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- Virtual interview operation personnel and field workers for understanding of work assigned; method of communication phone calls and WhatsApp
- Virtual stakeholders communication; If required
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last audit

Remote Assessment

The audit of the estate is conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence by means virtual site inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

This remote audit is conducted in accordance to MPOCC Updated Circular (27 October 2020) Guidance on Remote Audits due to Covid-19 Pandemic on travelling restrictions.

The remote audit follow the IAF MD4:2018 and as guided by the ISO 9001 Auditing Practices Group Guidance on Remote Audits

The communication tool applied for remote audit is Google Meet, WhatsApp and Telephone.

For the ASA 01, Hong Geok Ming Holdings Sdn. Bhd. has 1 estate. Therefore, no selection required.

Table 2-1: Estate Selected

Name of Estate	Coordinates
Hong Geok Ming Holdings Sdn Bhd.	4.437072 N; 118.064836 E

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

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3. ORGANISATION INFORMATION

Hong Geok Ming Holdings Sdn. Bhd is an oil palm plantation company located at Mile 30 Jalan Bukit Mull Balung, Tawau, Sabah.

The details of the estate as below:

Name of Estate or Division	Location	Coordinates
Hong Geok Ming Holdings Sdn. Bhd.	Mile 30 Jalan Bukit Mull Balung, Tawau, Sabah.	4.437072 N; 118.064836 E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2021 to Dec 2021)
	Total*	Production**	
Hong Geok Ming Holdings Sdn Bhd	336.86	309.09	4,240.00
Total	336.86	309.09	4,240.00

*includes productive and non-productive area (infrastructures, conservation, HCV, housing & office compound use, set aside area etc.)

**Immature + Mature Area

3.2. Planting Program for estate

Year	Hong Geok Ming Holdings Sdn Bhd
1999	115.50
2000	59.94
2001	8.34
2002	30.71
2005	23.50
2006	30.15
2016	11.99
2017	5.52
Total Mature	285.65
2018	6.50
2019	16.94
Total Immature	23.44
Total	309.09

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3.3. Replanting program for estate

Year of replanting	Planted area (ha) in estate						Total area to be replanted (ha)
	2020	2021	2022	2023	2024	2025	
HGMHSB	0	7.75	17.50	0	0	0	25.25
Total							25.25

3.4. Maps of Estate Location

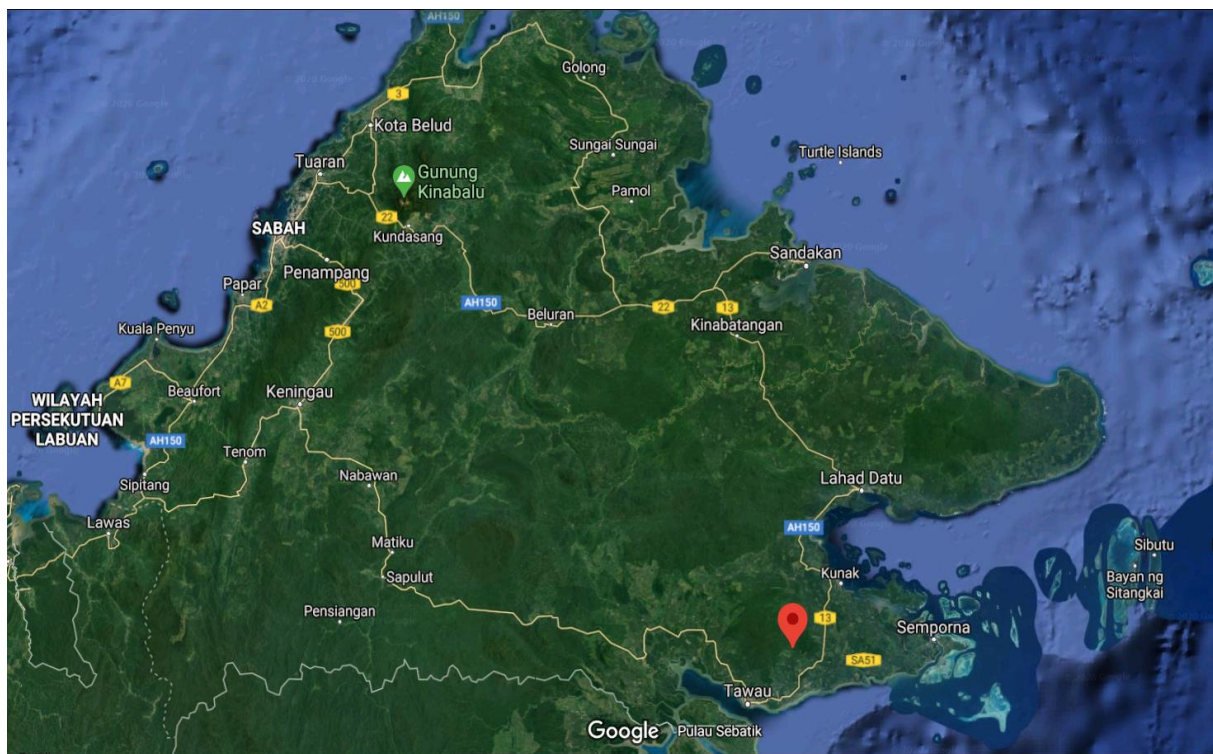
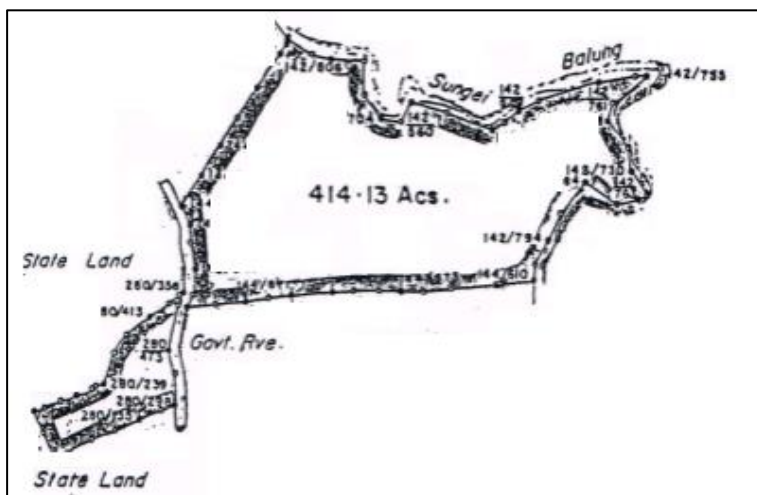


Figure 1: HGMHSB



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Figure 2: HGMHSB Division 1

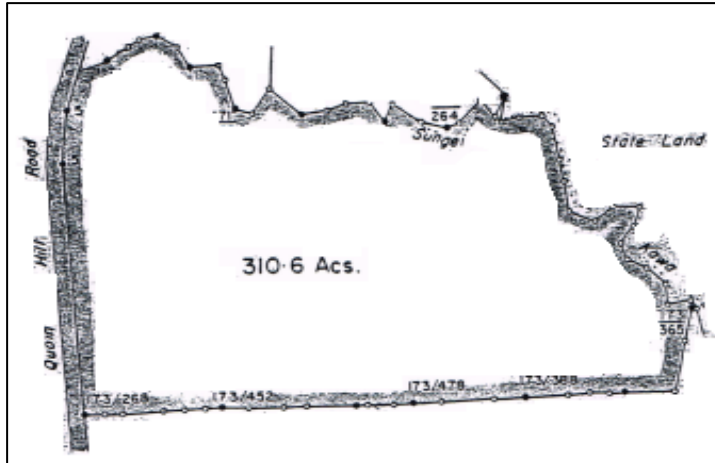


Figure 3: HGMHSB Division 2

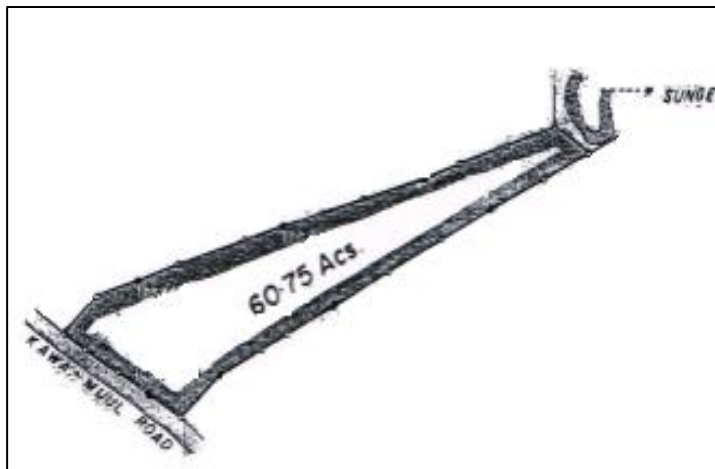


Figure 4: HGMHSB Division 3

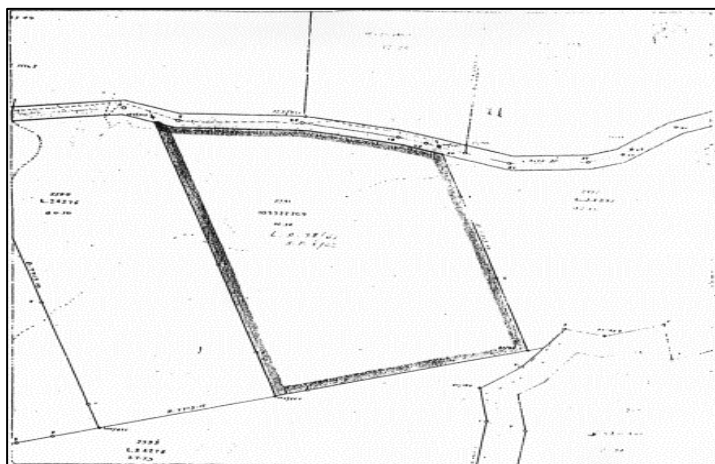


Figure 5: HGMHSB Division 4

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4. CERTIFICATION ASSESSMENT

4.1. ASA 01

The objective of the audit is to assess the activities of the estate is in compliance with MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

4.1.1. Surveillance Audit:

The surveillance audit is conducted on 20/01/2021 to 21/01/2021 covering one estate Hong Geok Ming Holdings Sdn Bhd.

During the remote surveillance audit there are 2 Major and 2 Opportunities for Improvement (OFI) are raised.

During this audit, the major and minor non-compliance raised in the last audit, the audit team has review by means of inspection of estate, conduct interviews, review and verify documents that are established, corrected and implemented appropriately by the estate management. The corrective measures implemented could be verified as appropriate.

The major non-conformances raise during Stage 2 audit closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken.

For details of the assessment, refer summary of assessment for each indicator in section 4.3 of this report.

The audit findings raised in this audit refer to Section 4.6 of this report.

4.2. Stakeholders' Consultation

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

The audit team leader has reviewed the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

Therefore, there is no stakeholder's consultation conducted for this surveillance audit

4.3. Summary of Assessment

Principle and Criteria Assessment Summary

The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>HGMHSB established MSPO Policy dated 05/09/2019 signed by Director.</p> <p>The policy includes a commitment to continual improvement in sustainability practise.</p> <p>Virtual photo verification confirmed MSPO policy is displayed at estate division 1 notice board.</p> <p>Remote document reviewed on briefing records confirmed MSPO policy briefing conducted on 07/11/2020.</p> <p>Phone call interview with estate workers informed they aware of MSPO policy.</p>	Yes
4.1.1.2	<p>HGMHSB established MSPO policy dated 05/09/2019 signed by Director.</p> <p>The policy states as follow:</p> <p>"HGMHSB akan berjuang berterusan untuk penambahbaikan dengan manfaat melalui sumber manusia, proses dan juga teknologi pastikan pengeluaran minyak sawit dalam cara yang mampan."</p>	Yes
4.1.2.1	<p>HGMHSB established internal audit procedure dated 10/09/2019.</p> <p>The procedure describes the internal audit process and the internal audit result to present in management review meeting. Stated in the procedure the frequency for internal audit is once a year.</p> <p>Remote document reviewed on the internal audit report confirmed internal audit has been conducted on 20/11/2020.</p> <p>The weak point and strong point have been identified as below:</p> <p>Audit finding: Oil spillage at workshop</p> <p>Weak point: Oil spillage contamination</p> <p>Strong point: Drip tray is provided</p> <p>Action taken: To install oil trap</p> <p>Remote document reviewed on the CIP confirmed action plan to install oil trap at workshop is included in the planning for year 2021.</p>	Yes
4.1.2.2	<p>HGMHSB conduct internal audit by using self-inspection and internal assessment. Remote document reviewed on the internal audit report confirmed internal audit has been conducted on 20/11/2020.</p> <p>Audit finding: Genset House</p> <p>Root cause analysis: Building worn out</p> <p>Weak point: Have to engage outside builder</p> <p>Strong point: New site have been allocated</p> <p>Action plan: To build a new genset house</p> <p>Time frame: 10 months from 15/01/2021</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Remote document reviewed on the CIP dated 15/01/2021 confirmed action plan to rebuild a new genset house is included in the planning for year 2021.	
4.1.2.3	Remote document reviewed on the minutes of HGMHSB management review meeting dated 02/12/2020 confirmed discussion on the internal audit result is included in the meeting discussion. Example: Oil trap for workshop. Action plan: To install oil trap Time frame: 10 months from 15/01/2021 Remote document reviewed on the CIP confirmed action plan to install oil trap is included in the planning for year 2021.	Yes
4.1.3.1	HGMHSB established management review procedure dated 15/09/2019. The procedure describes the objective is to ensure the management review continue to meet the MSPO requirements. Stated in the procedure the frequency for management review is once a year. Remote document reviewed on minute of management review confirmed management review meeting conducted on 02/12/2020 include agendas as follow: <ol style="list-style-type: none">1. Status of outstanding issues from previous meeting2. Review Internal audit report and its recommendation3. Review CIP and its recommendation	Yes
4.1.4.1	HGMHSB established Continual improvement plan dated 15/01/2021 include environment and social aspects. The table of CIP include activity, action and expected outcome, time frame, responsibility and status. Example: Environmental Aspect Activity: Genset House Action and expected outcome: To construct a new genset house Time frame: 10 months from 15/01/2021 PIC: Manager Phone call interview with estate manager informed they hiring contractor to construct the genset house.	Yes
4.1.4.2	HGMHSB established SOP of Mechanism for new information, techniques, technologies, standards dated 08/11/2019.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	SOP describes identification, implementation and control is part of the process in mechanism of introduce new information, technology and techniques. Phone call interview with estate manager and estate workers informed no new techniques or new technology used currently.	
4.1.4.3	HGMHSB established SOP of Mechanism for new information, techniques, technologies, standards dated 08/11/2019. The SOP describe the implementation and control to train the operators or the employee, and monitor if any new technology. Phone call interview with estate manager informed no new techniques or new technology used currently.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	HGMHSB established stakeholder list dated 02/02/2020 include NGO, government departments, suppliers, neighboring estates, collecting centers, schools and clinics. HGMHSB established information request procedure dated 20/11/2019. Remote document reviewed on the record confirmed there is no request of information from stakeholders.	Yes
4.2.1.2	HGMHSB established list of transparency and information document dated 30/10/2019. Example of transparency documents: <ul style="list-style-type: none">- MPOB License- Company policies Example of confidential documents: <ul style="list-style-type: none">- Land titles- Company budget	Yes
4.2.2.1	HGMHSB established consultation and communication flowchart dated 17/10/2019. The flowchart describes handling of internal and external communication and consultation with stakeholder with regards to MSPO matter. All the documents requested by stakeholders have to be recorded and to be resolved within 30 days. The communication method between HGMHSB and stakeholders either written or meeting or training or briefing. Remote document reviewed on the minutes of stakeholders consultation meeting confirmed consultation and communication flowchart have been	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	communicated to internal stakeholders on 07/11/2020 and external stakeholders on 18/01/2021 through email.	
4.2.2.2	Remote document reviewed on the HGMHSB Organization chart dated 12/11/2019 and phone call interview with estate manager informed estate in-charge appointed as person responsible for stakeholders consultation & communication.	Yes
4.2.2.3	HGMHSB established communication procedure dated 13/01/2019. Feedback form is use to collect feedback and information from external stakeholder. HGMHSB conduct external stakeholders meeting remotely on 18/01/2021 through email and feedback forms from external stakeholders are documented and reviewed. Remote document reviewed on email communication confirmed the feedback forms from external stakeholders are documented and reviewed. Document reviewed on the feedback forms from external stakeholders confirmed they are aware of the communication and consultation SOP and company policies.	Yes
4.2.3.1	HGMHSB established traceability procedure dated 20/09/2019. The procedure describes the objective is to ensure the handling of outgoing FFBs carried out in the proper manner to ensure traceability and to meet the sustainability requirement. All traceability records are kept for 7 years. The procedure states documents involved for traceability are: <ol style="list-style-type: none">1. Delivery note (DN)2. Weighbridge ticket3. FFB monthly record Remote document reviewed on traceability documents confirmed estate delivery notes, mill weighbridge tickets and estate FFB monthly records are properly maintained and documented.	Yes
4.2.3.2	HGMHSB established traceability system on daily inspection by staff and monthly by Director for FFB production and delivery. Remote document reviewed on internal audit report dated 20/11/2020 confirmed traceability inspection is conducted and no findings raised.	Yes
4.2.3.3	Remote document reviewed on the HGMHSB Organization chart dated 12/11/2019 confirmed Administration Director appointed as person responsible for traceability.	Yes
4.2.3.4	HGMHSB established traceability procedure dated 20/09/2019 states all traceability records to be kept for 7 years. Sample collected such as estate delivery chits and mill weighbridge tickets of year 2019 and 2020 are crosschecked.	Yes

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Principle 2: Transparency

Indicator	Summary of Assessment	Compliance
	<p>Remote verification on the records such as delivery note to mill confirmed the records are well maintained.</p> <p>Example:</p> <p>Estate Delivery Note:</p> <p>DN No.: 09352</p> <p>Date: 22/11/2020</p> <p>Mill Weighbridge Ticket:</p> <p>WT No.: 019904</p> <p>Date: 22/11/2020</p> <p>DN No.: 09352</p> <p>All the stated information can be trace to HGMHSB FFB delivery note.</p>	

Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>HGMHSB established list of related laws, regulations and guidelines dated 16/11/2019 and updated 13/01/2021.</p> <p>Example:</p> <p>Wildlife conservation 1997 (regulations 1998)</p> <p>Temporary Measures for reducing The impact of Coronavirus Disease 2019 (COVID-19) ACT 2020</p> <p>HGMHSB established list of licenses and permits dated 09/01/2021.</p> <p>Example:</p> <p>MPOB license valid dated 16/06/2020 – 31/01/2021.</p> <p>Trading license valid dated 21/12/2020 – 31/12/2021.</p>	Yes
4.3.1.2	<p>HGMHSB established list of related laws, regulations and guidelines dated 13/01/2021.</p> <p>Example:</p> <p>Wildlife conservation 1997 (regulations 1998)</p> <p>Temporary Measures for reducing The impact of Coronavirus Disease 2019 (COVID-19) ACT 2020</p>	Yes
4.3.1.3	<p>HGMHSB established list of related laws, regulations and guidelines dated 16/11/2019 and updated 13/01/2021.</p> <p>The list remarks the list will be review annually. The update of the list when necessary.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.4	HGMHSB appoint Admin Director as person responsible for updating legal documents, regulations and licenses. Remotely review the HGMHSB Organization chart dated 12/11/2019.	Yes
4.3.2.1	HGMHSB land titles are country lease issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users. The latest update form Jabatan Tanah Dan Ukur dated 11/02/2020, the land use right change status from rubber to oil palm is still in progress for next action from Jabatan Pertanian Tawau.	Yes
4.3.2.2	HGMHSB land titles are country lease issued by Sabah Land Authority The period of land title is 99 years and issued to Hong Geok Ming Holding Sdn Bhd. The land use rights are oil palm and rubber. The latest update form Jabatan Tanah Dan Ukur dated 11/02/2020, the land use right change status from rubber to oil palm is still in progress for next action from Jabatan Pertanian Tawau.	Yes
4.3.2.3	Land titles includes map stating the total area, location and boundary stone numbering. Remote photo site verification on boundary stone is well maintained.	Yes
4.3.2.4	No dispute from previous owners since the land titles are country lease issued by Sabah Land Authority.	Yes
4.3.3.1	HGMHSB land titles are country lease issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	There is no customary right land leased or owned by HGMHSB. Therefore, no maps established.	Yes
4.3.3.3	There is no customary land leased or owned by HGMHSB. Therefore, no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	HGMHSB established SIA dated 20/01/2020. The SIA includes the feedbacks from workers dated 07/11/2020 and external stakeholders dated 19/01/2021. The SIA has a summary of positive and negative impacts and the timeline to monitor for completion. The action and implementation of positive and negative impact as below: Positive impact: Good awareness of zero burning Action plan: Install signages and zero burning briefing	No

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>PIC: Manager</p> <p>Timeframe: on-going</p> <p>Status: Briefing has been conducted 01/11/2020.</p> <p>Phone call interview with workers informed they have been briefed and aware of zero burning practices.</p> <p>Negative impact: COVID 19 Pandemic</p> <p>Action plan: Daily screening of body temperature</p> <p>PIC: Manager</p> <p>Timeframe: On-going</p> <p>Status: Body temperature is taken during morning muster.</p> <p>Phone call interview with workers informed body temperature is taken by conductor during morning muster.</p>	
4.4.2.1	<p>HGMHSB established Complaint and Grievance procedure dated 16/10/2019.</p> <p>The procedure describes the complaint will be handle by conductor and resolved within 10 working days. However, if conductor not able to resolve the complaint will be forwarded to the Director to resolve within 30 working days.</p> <p>Photo verification confirmed complaint and grievance procedure is displayed at estate notice board.</p> <p>Phone call interview with workers informed they understand the process to make complaint and grievance.</p>	Yes
4.4.2.2	<p>HGMHSB established Complaint and Grievances Procedure dated 16/10/2019.</p> <p>The procedure describes that complaint received will be resolved within 10 working days. For complaint that required respond from Director will be resolve within 30 working days.</p> <p>Remote document reviewed on complaint record confirmed no complaint lodged as of audit date.</p>	Yes
4.4.2.3	<p>HGMHSB established Complaint and Grievances Procedure dated 16/10/2019.</p> <p>Photo verification and phone call interview with workers informed the complaint and grievance form and box are available at the estate office that can be access by all workers and stakeholders.</p>	Yes
4.4.2.4	<p>Remote document reviewed on briefing records confirmed HGMHSB conducted complaint and grievance procedure training to estate workers dated 07/11/2020 and external stakeholder dated 19/01/2021.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Phone call interview with estate workers informed they are aware of the procedure of complaint and grievance.	
4.4.2.5	Remote document reviewed on complaint records confirmed there are no complaints lodged as at 21/01/2021. Therefore, no complaint record for last 24 months since 15/01/2019.	Yes
4.4.3.1	HGMHSB provides job opportunity to local communities for estate operation such as mandore and office admin work.	Yes
4.4.4.1	HGMHSB established Occupational Safety and Health policy dated 05/09/2019 signed by Director. The policy states company is committed, so far as practicable, to implement and achieve the objective of the occupational safety and health policy. Photo verification confirmed OSH policy is displayed at the estate notice boards. Remote document reviewed on briefing records confirmed OSH policy briefing conducted on 07/11/2020.	Yes
4.4.4.2	a HGMHSB established Occupational Safety and Health policy dated 05/09/2019 signed by Director. Remote document reviewed on company policies briefing confirmed OSH policy briefing conducted on 07/11/2020. Phone call interview with estate workers informed they are aware of the safety and health in the workplace.	Yes
	b HIRARC is established by HGMHSB for respective operation activities applicable to the all estates based on the risk assessment table, last updated 20/01/2021. The table with headings: Activity, Hazard, Risk and Effects, Risk Control (Existing Control), Risk Assessment after Control (Consequences, Likelihood, Risk rating, Description) Recommended Control and PIC. Example: Chemical Spraying Activities: Pre-mixing of low concentration herbicide Hazard: Possible exposure or inhale herbicide Risk and Effect: Skin irritation and inhalation distress Risk rating: C-3, L-3, R-9 Existing control: Safety briefing, PPE, first aid kit and emergency eyewash and shower. PIC: Conductor Risk after: Consequences - 1, Likelihood - 3, Risk - 3	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Latest date review: 20/01/2021</p> <p>Phone call interview with chemical sprayers informed they are aware of the risks of chemical spraying.</p>	
c i	<p>HGMHSB established Annual Training Programme year 2020 & year 2021.</p> <p>Remote document reviewed on training record confirmed chemical spraying and PPE training conducted to workers on 13/07/2020.</p>	Yes
c ii	<p>Photo verification at chemical and fertilizer store confirmed SDS and warning signage are displayed.</p> <p>Example of SDS:</p> <ul style="list-style-type: none"> - Chemical BM Glyphosate 41% - Fertilizer BM Ammonium Chloride <p>Photo verification confirmed all chemicals are arranged and kept in store properly with original label.</p>	Yes
d	<p>HGMHSB HIRARC assessment table, type of PPE for chemical handling is identified in accordance to CHRA report dated 12/02/2020.</p> <p>Example:</p> <p>Hand glove, face mask, apron, goggle and boots</p> <p>Remote document reviewed on PPE records confirmed the PPE issuance record is well maintained.</p> <p>Phone call interview with chemical sprayers informed they are aware of the PPE usage for spraying activity.</p>	Yes
e	<p>HGMSB established safety work practice at chemical store dated 05/09/2019 and also adopt safety data sheet for chemical storage and handling.</p> <p>Remote document reviewed on training records confirmed safety work practice at chemical store briefed to workers on 07/11/2020.</p> <p>Phone call interview with HGMHSB estate workers informed they are aware and understand the procedure.</p> <p>Photo verification at chemical store confirmed all chemical products are store in original label and packaging.</p>	Yes
f	<p>Remote document reviewed on the HGMHSB Organization chart dated 12//11/2019 confirmed Field Conductor appointed as person responsible for safety and health.</p>	Yes
g	<p>HGMHSB has total of 20 workers. It is below the minimum requirements (40 or more persons employed at the place of work) to establish an OSH committee in accordance to Occupational</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Safety & Health Act 1994 Section 30. Therefore, quarterly meeting is not applicable.</p> <p>Remote document reviewed on minute of HGMHSB OSH meeting confirmed OSH meeting is conducted on 07/11/2020 and attended by workers and management representatives.</p> <p>OSH meeting agenda discussed on PPE usage, Covid-19 Pandemic, accident and injury and other safety matters.</p>	
h	<p>HGMHB established emergency response plan for emergency and accident handling.</p> <p>Remote document reviewed on emergency response plan and photo verification confirmed emergency evacuation layout and emergency contact number are displayed at notice board.</p> <p>Emergency and accident plan briefing conducted on 07/11/2020. Phone call interview with estate workers informed they are aware of the location of emergency assembly point.</p>	Yes
i	<p>Photo verification on the certificates confirmed HGMHSB field conductor and estate worker attended the First Aid Training organized by St. John Ambulance Malaysia dated 11/01/2020.</p> <p>Photo verification confirmed contact details for emergency are displayed at estate division 1 notice board.</p> <p>Photo verification confirmed first aid kit available at estate office and chemical store.</p>	Yes
j	<p>Remote document reviewed on HGMHSB OSH meeting minute dated 07/11/2020 confirmed no accident or injuries reported as to audit date.</p> <p>Annual Accident Report of HGMHSB for year 2020 submitted to DOSH dated 14/01/2021. No accident reported in year 2020.</p>	Yes
4.4.5.1	<p>HGMHSB established Social Policy dated 05/09/2019 signed by Director.</p> <p>The policy states to respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p> <p>Photo verification confirmed Social policy is displayed at notice board.</p> <p>Remote document reviewed on briefing records confirmed Social policy briefing conducted on 07/11/2020.</p> <p>Phone call interview with workers informed they are aware of the policy.</p>	Yes
4.4.5.2	<p>HGMHSB established Social Policy dated 05/09/2019 signed by Director.</p> <p>The policy statement, the company does not engage in or support discriminatory practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Phone call interview with worker informed there is no discriminatory practices in the estate.	
4.4.5.3	<p>HGMHSB established contract agreement for workers in accordance to Sabah Labour Ordinance. Workers are paid either daily rate or agreeable piece rates.</p> <p>Worker contract agreement states the daily rate of RM 46.15 per day or agreeable piece rates, overtime rate (during normal overtime, rest day overtime and public holiday overtime), working hours, rest day and etc.</p> <p>The contract agreements are signed by workers and management.</p> <p>Phone call interview with HGMHSB estate workers and remote documents reviewed on contract agreements confirmed the establish piece rates for harvesting, chemical spraying, manuring and FFB loading is duly agreed by workers and management.</p> <p>Remote document reviewed on FFB harvester' pay slips and against check-roll for the month of November 2020 confirmed the wages paid as per agreeable piece rates for FFB loading and daily rates for holiday, off day and medical leave.</p>	Yes
4.4.5.4	Phone call interview with HGMHSB estate manager and workers confirmed no contractors engaged for estate operations and other services. Therefore, no contractor worker wage available for review.	Yes
4.4.5.5	<p>HGMHSB established list of workers that contain name, gender, date of birth, date joined, job type, nationality and period of employment.</p> <p>Document reviewed on list of workers and phone call interview with estate manager and workers confirmed no casual workers or contractor workers employed.</p>	Yes
4.4.5.6	<p>HGMHSB established employment contract for every worker recruited.</p> <p>Remote document reviewed and phone call interview with estate workers confirmed the management provide fair contract that has been signed by both parties.</p> <p>The working contract terms and conditions, wage, job description have been briefed to workers and a signed copy of working contract is provided.</p>	Yes
4.4.5.7	<p>Phone call interview with field conductor informed HGMHSB use the morning roll call to record workers reporting for work.</p> <p>Virtual photo verification confirmed working hours is displayed at notice board.</p> <p>Remote documents reviewed on contract agreement confirmed overtime rate according to Sabah Labour Ordinance 1967 requirement of 1.5 times hourly rate for normal overtime and 2.0 times hourly rate for rest day.</p> <p>Phone call interview with estate workers informed that they have been briefed on the working hours when they signed the contract agreement and they are aware on working hours and overtime rates.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.8	<p>HGMHSB working hours are complying with Sabah Labor Ordinance 1950 (Chapter 67).</p> <p>Virtual photo verification confirmed working hours is displayed at notice boards.</p> <p>Standard working hours as follows:</p> <p>Working hours: 7.00 am to 3.00 pm</p> <p>Break time: 11.00 am to 01.00 pm</p> <p>Phone call interview with estate workers informed they are aware on estate working hours and overtime rates.</p>	Yes
4.4.5.9	<p>HGMHSB provide pay slips to all workers documenting wage for the month and any overtime performed based on input from the check roll book.</p> <p>Overtime rate are paid according to Sabah Labour Ordinance of 1.5 times for normal day and 2 times for rest days and weekends.</p> <p>Remote document reviewed on pay slips of workers and phone call interview confirmed workers are paid both daily or piece rates and overtime.</p> <p>Phone call interview with estate workers informed they understand the wages and overtime rates.</p>	Yes
4.4.5.10	<p>Remote documents reviewed on contract agreement and phone call interview with estate workers informed HGMHSB provide benefits for both local and foreign workers such as medical care, annual leave, sick leave, housing, water, electricity, SOCSO and public holidays as listed in the employment contract.</p>	Yes
4.4.5.11	<p>Virtual photo verification at worker quarters confirmed HGMHSB adopts industry best practices for living quarters with water, electricity, recreational area and gardening area provided.</p> <p>Virtual photo verification confirmed worker housing compound are well maintained.</p>	Yes
4.4.5.12	<p>HGMHSB Social policy dated 05/09/2019 signed by Director.</p> <p>The policy statement to prevent sexual harassment and violence against women workers and other community.</p> <p>Virtual photo verification confirmed sexual harassment policy is publicly displayed at notice board.</p> <p>Remote document reviewed on HGMHSB complaint records confirmed there is no complaint lodge for sexual harassment.</p> <p>Remote document reviewed on briefing record confirmed social policy briefing conducted 07/11/2020.</p> <p>Phone call interview with estate workers informed there is no sexual harassment occur in the estate.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.13	<p>HGMHSB Social policy dated 05/09/2019 signed by Director.</p> <p>Policy statement respect employees that have right and freedom to form or join trade union.</p> <p>Remote document reviewed on internal stakeholders meeting minutes confirmed workers are using this platform to communicate with estate management on social matters.</p> <p>Phone call interview with estate manager and workers informed no union form by workers currently.</p>	Yes
4.4.5.14	<p>HGMHSB established Social Policy dated 05/09/2019.</p> <p>The policy statement company only hire worker at age of 18 years old and above.</p> <p>Virtual photo verification confirmed the social policy is publicly displayed at notice board.</p> <p>Remote document reviewed on list of workers and phone call interview with estate workers confirmed there are no workers hired below 18 years old.</p>	Yes
4.4.6.1	<p>HGMHSB established annual training programme for year 2021 updated on 30/12/2020.</p> <p>Training programme included:</p> <ul style="list-style-type: none"> • Company policy and estates procedures • Zero burning practices • Emergency response plan <p>Remote document review on training records of year 2020 confirmed the training conducted as below:</p> <ul style="list-style-type: none"> • Company policy and estates procedure dated 07/11/2020 • Chemical handling SOP dated 13/07/2020 • Harvesting SOP dated 03/09/2020 <p>Major NC</p> <p>Referring to Opportunity for Improvement (OFI) raised in Stage 2 audit related to improving the format of training record. No record of the training material included in the training report.</p> <p>For example: Harvesting SOP training record dated 03/09/2020 include attendance list but no record of the training material included.</p>	No
4.4.6.2	<p>HGMHSB established training need analysis and training matrix for staff, mandore and workers dated 30/12/2019.</p> <p>Remote document reviewed confirmed training need analysis is based on job description as below:</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Harvester, allocated for training for company policies, harvesting procedure, environment, waste disposal fire drill, PPE, working hours, complaint grievance, wildlife, buffer zone and consultation and communication SOP. 	
4.4.6.3	<p>HGMHSB established annual training programme for year 2021 dated 30/12/2020 as a continuous training programme and updated annually.</p> <p>Training provided include competency briefing and training activities for all employees.</p> <p>Examples of training programme in year 2021:</p> <ul style="list-style-type: none"> SOP Harvesting on April 2021 Complaint & Grievances Procedure on Jun 2021 Environmental policy briefing on Jun 2021 	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>HGMHSB established Environmental Policy dated 05/09/2019 sign by Director.</p> <p>The policy states "HGMHSB operate within the framework of statutory and regulatory requirements or relevant laws and MSPO certification principle and criteria.</p> <p>Review on photo evidences, Environmental policy is displayed at estate office notice board in both Bahasa Malaysia and English.</p> <p>Briefing on environmental policy conducted for workers dated 07/07/2020.</p>	Yes
4.5.1.2	<p>a HGMHSB established environmental policy dated 05/09/2019 sign by Director include objectives.</p> <p>Objectives of Environmental Management Plan (EMP) are:</p> <ol style="list-style-type: none"> To identify, predict and evaluate the economic, environmental and social impact of development activities To provide information on the environmental consequences for decision making To promote environmentally sound and sustainable development through the identification of appropriate alternatives and mitigation measures 	Yes
	<p>b HGMHSB established EMP dated 13/01/2021.</p> <p>The assessment identify the aspects and impacts for all estate operation such as spraying, manuring, harvesting, transport of FFB.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activity: Workshop Operation</p> <p>Environmental aspects: Spillage Of Used Oil</p> <p>Environmental impacts: Water pollution, Soil Pollution and GHG emission</p> <p>Mitigation / Improvement plan: Used Oil Store should have concrete wall and tray</p> <p>Remotely reviewed the photos, confirmed the used oil store has the concrete wall and tray used to avoid spillage.</p>	
4.5.1.3	<p>HGMHSB established EMP dated 13/01/2021.</p> <p>The assessments include mitigation plan for negative impacts.</p> <p>Example:</p> <p>Activity: Fertilizer Application</p> <p>Environmental aspects: Potential of fertilizer runoffs</p> <p>Environmental negative impacts: Water pollution, Soil Pollution</p> <p>Mitigation/Improvement plan: To apply Fertilizer the right timing and dosage</p> <p>Remotely reviewed the fertilizer programme for 2020. The fertilizer applied as per programmed.</p> <p>Major NC</p> <p>HGMHSB Environmental Management plan dated 09/11/2020 did not include the improvement plan to promote the positive impact.</p>	No
4.5.1.4	<p>HGMHSB established CIP dated 20/11/2020 include environmental management plan.</p> <p>Example:</p> <p>Activity: Reallocate the genset house</p> <p>Improvement action: To look suitable area for genset house</p> <p>Time Frame: September 2021</p> <p>Responsibility: Estate Manager</p> <p>Status: In Progress</p>	Yes
4.5.1.5	<p>HGMHSB established training program for year 2021 dated 30/12/2020 include environmental policy, wildlife conservation and buffer zone.</p> <p>Phone call interviewed with workers informed briefing on the environmental policy, zero burning and protection of wildlife had been conducted date 20/06/2020.</p>	Yes
4.5.1.6	<p>HGMHSB conduct environmental meeting 07/07/2020. The meeting include topics related to environment.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Example of topics discuss are</p> <ol style="list-style-type: none"> 1. No open burning allowed 2. Protection on buffer zone, 3. Prohibited to hunt or kill wildlife <p>Phone call interviewed with management informed that environmental meeting will be conducted once a year.</p>	
4.5.2.1	<p>HGMHSB established 5 years baseline for fossil fuel usage for year 2016 to 2020 dated 10/01/2021.</p> <p>The baseline is used for monitoring diesel usage for year 2020. The diesel consumption for year 2020 are lower due to low production and the estate location to collection center is near.</p>	Yes
4.5.2.2	<p>HGMHSB established annual budget for diesel consumption and monitor monthly consumption against actual.</p> <p>Diesel usage for farm tractor and genset and monitored on monthly basis and compared against the baseline.</p> <p>The diesel consumption for year 2020 are lower due to low production and the estate location to collection center is near.</p>	Yes
4.5.2.3	<p>HGMPSB does not used renewable energy currently.</p> <p>Remotely site photos reviewed and phone call interviewed with management confirm that no renewable energy had been implemented</p>	Yes
4.5.3.1	<p>HGMHSB established EMP plan dated 13/01/2021 include Waste identification and disposal method.</p> <p>Waste generated identified into 3 categories gaseous, solid and liquid.</p> <p>Example:</p> <p>Waste identification: Pruned oil palm fronds</p> <p>Source & type: Plantation & Solid</p> <p>Location: Field</p> <p>Disposal method: Applied as frond stacking</p> <p>Remote onsite inspection confirmed, pruned oil palm fronds are stack in the fields.</p>	Yes
4.5.3.2	<p>a HGMHSB established EMP and Environmental management plan dated 03/11/2019 include pollution aspects & impacts.</p> <p>Waste: Domestic Waste</p> <p>Pollution: Water Pollution and soil pollution</p> <p>Monitoring Plans: To make sure the waste disposed at dedicated landfill that are 500 meters from housing and water source.</p>	No

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Principle 5: Environment, natural resources, biodiversity and ecosystem services					
Indicator	Summary of Assessment				Compliance
	<p>PIC: Estate Manager & staff</p> <p>Remote photos review confirms, the domestic waste had been disposed at dedicated landfill with distance more than 500 meter for water sources and housing area.</p> <p>Remotely reviewed the HGMHSB estates map confirmed the landfill located 500m far away from housing and waterways</p>				
	b	HGMHSB established list of waste generated that could be recycle or re-used had been implemented.			Yes
		No	Source Of waste	Method	
		1.	Fertilizer Bag	Re-used	
		2.	EFB, Palm frond	Re-used	
4.5.3.3	<p>HGMHSB adopted pictorial SOP from Crop Life International and SDS to manage used chemicals for storage and disposal if any incurred.</p> <p>Review on scheduled waste records and photo evidences confirmed numbers of used chemical containers are properly recorded and stored.</p>				Yes
4.5.3.4	<p>HGMHSB adopted pictorial SOP for triple rinse the empty chemical containers from Crop Life International dated 07/10/2019.</p> <p>SOP states:</p> <ol style="list-style-type: none"> 1. All empty chemical containers to be triple rinsed 2. To puncture the empty chemical containers 3. To be collected by authorized DOE collector. <p>Remote onsite inspection confirms empty chemical containers mark with "X" and reused only for chemical spraying or premix activities.</p>				Yes
4.5.3.5	<p>HGMHSB established domestic wastes segregation for recycling and those cannot be recycle will be dispose at landfill.</p> <p>Domestic waste disposed at landfill</p> <p>Remotely reviewed the HGMHSB estates map confirmed landfill located 500 m far away from housing and waterways.</p>				Yes
4.5.4.1	<p>HGMHSB established assessment for all pollution activities dated 13/01/2021.</p> <p>The assessment include list of identified GHG such Carbon Monoxide (CO) from diesel and methane from fertilizer.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Air pollution from genset. Example smoke from genset. 				Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment		Compliance									
	2. Solid pollution from estate operation. Example empty fertilizer bags. 3. Liquid pollution from excessive application of chemical.											
4.5.4.2	HGMHSB established EMP dated 13/01/2021 include action plan to reduce identified significant pollutants and emissions. Example: Activity: Harvesting Significant pollutants: Emission GHG from lorries, farm tractors and other machineries Mitigation and improvement plan: Reduce diesel usage by proper manage of vehicles movements. PIC: Estate manager and staff		Yes									
4.5.5.1	a	HGMHSB established Water management plan dated 20/01/2021. Water management plan states source of water for housing and estate operations. <table border="1"><thead><tr><th>Operation</th><th>Source</th><th>Usage</th></tr></thead><tbody><tr><td>Estate</td><td>Rain water</td><td>Weed spraying, washing PPE, triple rinsing, vehicle washing</td></tr><tr><td>Housing</td><td>Government Pipe water</td><td>Domestic Use</td></tr></tbody></table>	Operation	Source	Usage	Estate	Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing	Housing	Government Pipe water	Domestic Use	Yes
	Operation	Source	Usage									
	Estate	Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing									
	Housing	Government Pipe water	Domestic Use									
	b	Remotely review the field photos and phone call interview with estate management confirmed HGMHSB do not have streams, river or waterways within the estate area. Therefore, no monitoring of outgoing water established.		Yes								
c	HGMHSB established Water management plan dated 20/01/2021. Estate practicing rain harvesting for domestic uses and operation activity such as for chemical spraying. HGMHSB established rain fall records to manage water usage for housing compound and field operations. All empty chemical containers washing and rinsing water is recycled for premix usage.		Yes									
d	Protection of water courses included in HGMHSB water management plan dated 20/01/2021 describes as follows: 1. Maintain buffer zone for stream/river 2. Protection of buffer zone shall be at 15 to 20 metre from river bank. 3. Maintain water quality		Yes									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Remote estate maps review confirmed there are no rivers or streams within HGMHSB estates. Therefore, no buffer zone or riparian establish.	
	e Remote reviewed the HGMHSB estates map, confirm no waterways in the estate. Therefore, no buffer zone or riparian establish..	Yes
	f Phone call interviewed with HGMHSB estate management team confirmed there are no bore wells constructed to extract ground water.	Yes
4.5.5.2	Remotely reviewed the HGMHSB estate maps and interview with estate management confirmed no waterways or rivers passing through HGMHSB estate. Therefore, no bunds and weirs constructed.	Yes
4.5.5.3	HGMHSB practice rain harvesting throughout the estates facilities and housing area.	Yes
4.5.6.1	a HGMHSB established wildlife management plan dated 20/11/2019 describes: <ol style="list-style-type: none"> 1. No hunting on all kind of wildlife 2. No fishing allowed 3. Continuous briefing to workers on sighting of wildlife and report to conductor and fill in wildlife sighting form Remotely review the record of sighted RTEs or wildlife is dated 20/12/2020.	Yes
	b HGMHSB established wild life pictorial dated 07/10/2019. Remote photos review confirmed, the wildlife pictorial is displayed on the estate notice board. HGMHSH conducted the monthly wildlife monitoring. Remotely review the record of sighted wildlife dated 20/12/2020. There are monkey sighted in fields. Workers are brief regularly during morning muster on wildlife within the estate dated 12/10/2020.	Yes
4.5.6.2	a HGMHSB established wild life pictorial dated 07/10/2019 include the Enakmen Pemuliharaan Hidupan Liar 1997. Remote photos review confirmed, the wildlife pictorial is displayed on the estate notice board and signboard for no hunting is installed at estate main entrance. Workers are brief regularly during morning muster on wildlife within the estate dated 12/10/2020. Phone call interview with workers informed they are aware on the protection of wildlife.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b HGMHSB established wildlife management plan dated 20/11/2019 include Enakmen Pemuliharaan Hidupan Liar 1997.</p> <p>Workers are brief regularly during morning muster on wildlife within the estate dated 12/10/2020.</p> <p>Phone call interview with workers informed they are aware on the protection of wildlife.</p>	Yes
4.5.6.3	<p>HGMHSB establish monitoring system to monitor any illegal or inappropriate hunting, fishing, or collecting activities and type wildlife within the estate on a monthly basis.</p> <p>Remotely review the record of sighted RTEs or wildlife is dated 20/12/2020.</p> <p>Phone call Interviewed with workers informed they are aware on the protection of wildlife.</p>	Yes
4.5.7.1	<p>HGMHSB establish Environmental Policy dated 05/09/2019 signed by Director states implement zero burning on all oil palm cultivation activities.</p> <p>Review on photos evidences and interviewed with estate management team confirmed no open burning observed.</p>	Yes
4.5.7.2	<p>HGMHSB establish Environmental Policy dated 05/09/2019 signed by Director states implement zero burning on all oil palm cultivation activities.</p> <p>Review on field photo evidences and phone call interviewed with workers confirmed no serious palm diseases. Therefore, no special approval for open burning from the relevant authorities.</p>	Yes
4.5.7.3	<p>HGMHSB establish Environmental policy dated 05/09/2019 states to implement zero burning on all oil palm cultivation activities.</p> <p>Phone call interviewed with estate management, review on photos and videos, no disease observed at the palms that required burning method for treatment. There are no application documents required for approval of controlled burning</p>	Yes
4.5.7.4	<p>HGMHSB adopted 'Field Handbook: Oil Palm Series for Immature Volume 2 & Mature by Ian Rankie and Thomas Fairhurst – September 1999'.</p> <p>Based on replanting programmed and field photos verification, there are no replanting activities for 2020 and 2021. The latest replanting is in 2019.</p> <p>Phone call interview confirmed, replanting in 2019, all palms are felled and chipped.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>HGMHSB adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices. The SOP cover Nursery, Mature and Immature activities.</p> <p>Phone call interview with workers informed they understand the SOP working on field.</p> <p>The workers had been briefed on the procedure and GAP dated 20/06/2020.</p>	Yes
4.6.1.2	<p>HGMHSB. adopted the Field Book Oil palm planting volume 1, 2 & 3 as SOP for best management practices</p> <p>Field book oil palm planting describes in page 54 that terraces of platform are constructed in steeper areas in order to:</p> <p>Facilitate effective establishment, maintenance and harvesting of palms.</p> <p>Minimize soil erosion</p> <p>Reduce rainwater runoff and nutrient losses.</p> <p>Field photos and topography maps are verify and confirmed there is no planting on slope.</p>	Yes
4.6.1.3	<p>HGMHSB established block markers for each block that include block number and acre.</p>	Yes
4.6.2.1	<p>HGMHSB established financial management plan for 3 years from year 2021 to 2023.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none">1. Financial Projection2. Long Term Management Plans3. Budget & Projection Operation Cost4. Replanting programme <p>Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>HGMHSB establish replanting programme dated 15/01/2021 for year 2021 to 2024.</p> <p>No replanting conducted in year 2020. The commencement of replanting on in 2021 is not yet started.</p>	Yes
4.6.2.3	<p>HGMHSB established financial management plan from year 2021 – 2023 dated 20/12/2020 with following:</p> <ol style="list-style-type: none">1. FFB projection MT.2. Yield/Ha MT/Ha.3. FFB Price forecast/MT.4. Estate operation cost.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.	
4.6.2.4	The monthly progress report and annual report were reviewed regularly for the profit and loss. Interview with estate management informed they are monitoring and ensuring the cost within the budget limit.	Yes
4.6.3.1	HGMHSB purchased chemicals from the suppliers using quotation system. Quotation dated 23/07/2020 duly accepted by both parties. The quotation describes the product pricing and payment terms.	Yes
4.6.3.2	HGMHSB used quotation with the terms and conditions duly agreed by both parties Payments are made on a monthly in timely manner. Review on invoice payment for supplier is paid accordingly	Yes
4.6.4.1	Phone call interviewed with HGMHSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	Phone call interviewed with HGMHSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.3	Phone call interviewed with HGMHSB management informed does not engage contractors. Therefore, no documents established.	Yes
4.6.4.4	Phone call interviewed with HGMHSB management informed does not engage contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	HGMHSB planting statements and estate maps are remotely reviewed. The 1 st planting in year 1997 and 1 st replanting in year 2019 (16.94 ha). Virtual photo verification confirmed there is no new planting at HGMHSB. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	HGMHSB planting statements, estate maps and land titles are remotely reviewed. The latest replanting conducted in 2019 is 16.94 ha that is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	HGMHSB planting statements, estate maps and land titles are remotely reviewed. Virtual photo verification confirmed there is no peat land at estates.	Yes
4.7.3.1	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.3	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There is no smallholder's scheme in HGMHSB certification. Therefore, not applicable.	Yes
4.7.4.1	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no topographic map and soil report established.	Yes
4.7.5.2	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no monitoring management plan established.	Yes
4.7.5.3	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no soil map established.	Yes

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4.7.6.1	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. There are no sacred sites, therefore, no management plan established.	Yes
4.7.6.3	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting and customary lands. Therefore, no compensation and agreement established.	Yes
4.7.6.4	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no assessment to identify customary rights established.	Yes
4.7.6.6	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	HGMHSB planting statements, estate maps and land titles are remotely reviewed and there is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
X	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

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4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	3	MAJOR Non-Conformities
	1	MINOR Non-Conformities

Non Conformity Number 1						
Indicator # and Description	4.2.2.3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.					
Location:	Office					
Description of Finding / Objective Evidence:						
Hong Geok Ming Holdings Sdn. Bhd has not conduct external stakeholders meeting.						
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor				
Raise by:	Chan Shi Lie	Date Raise:	15/01/2020			
Deadline for implementation	14/03/2020					
Root Cause Analysis (by company):						
We have missed out in conducting external stakeholders meeting.						
Correction (by company):						
We have arranged an external stakeholders meeting on 13 th February, 2020.						
Corrective / Preventive Action (by company)						
We will ensure to conduct an external stakeholders meeting at least once a year.						
Review of Correction & Corrective / Preventive Action						
HGMHSB submitted external stakeholders' minutes of meeting conducted on 13/02/2020 that include neighbouring estates, NGOs and suppliers.						
The evidence submitted is sufficient to close the nonconformity.						
Will further verify implementation in next audit.						
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Name of Lead Auditor in Training: Chan Shi Lie		Date of Closure: 14/03/2020				
Review of Implementation						
Reviewed and verified the external stakeholders meeting minutes and attendance list records confirmed external stakeholders meeting conducted on 13/02/2020 for year 2020 and 19/01/2021 for year 2021 that includes neighbouring estates, NGOs and suppliers.						
Based on reviewed of submitted documents, implementation is appropriate.						
Name of Trainee Lead Auditor: Joseph Sim Siaw Seng		Date of Review: 21/01/2021				

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Non Conformity Number 2			
Indicator # and Description	4.4.1.1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.		
Location:	Office		
Description of Finding / Objective Evidence:			
SIA is establish dated 14/01/2020. However, the SIA does not include the comment or feedback from external stakeholders.			
Classification	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	
Raise by:	Sheron Pui Ling Wui	Date Raise:	15/01/2020
Deadline for implementation	Action plan submit on 14/02/2020. Implementation review on next surveillance audit		
Root Cause Analysis (by company):			
We missed out the comment or feedback from external stakeholders inside the SIA.			
Correction (by company):			
Comment or feedback from external stakeholders will be included in SIA Report and stakeholders minutes of meeting.			
Corrective / Preventive Action (by company)			
Hong Geok Ming Holdings Sdn. Bhd will ensure feedback of external stakeholder is include in the external stakeholders meeting minutes and SIA.			
Review of Correction & Corrective / Preventive Action			
Action Plan submitted states action will be taken to include the external stakeholders feedback obtained during external stakeholders meeting. Timeframe is on February 2020 and in charge by the manager.			
The action plan submitted is sufficient to close the non-conformity.			
Further review in next audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Auditor: Sheron Pui Ling Wui		Date of Closure: 14/03/2020	
Review of Implementation			
Reviewed and verified of the SIA report updated 01/03/2020 confirmed the feedbacks of external stakeholder meeting dated 13/02/2020 are included in the report.			
The latest SIA report dated 20/01/2021 includes feedbacks of external stakeholder meeting dated 19/01/2021.			
Based on reviewed of submitted documents, implementation is appropriate.			

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Non Conformity Number 2

Name of Trainee Lead Auditor: Joseph Sim Siaw Seng	Date of Review: 21/01/2021
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Non Conformity Number 3

Indicator # and Description	4.5.3.2 (a) A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a. Identifying and monitoring sources of waste and pollution		
Location:	Estate		
Description of Finding / Objective Evidence:			
On site visit observed improper handling and storage of used lubricant oil. Sighted leaking or spillage of used lubricant oil at gen set room and temporarily used lubricant store.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Chan Shi Lie	Date Raise:	15/01/2020
Deadline for implementation		14/03/2020	
Root Cause Analysis (by company):			
We were improper handling and storage of used lubricant oil. Sighted leaking or spillage of used lubricant oil at gen set room and temporarily used lubricant store.			
Correction (by company):			
We have washed and cleaned up the gen set room and demolished the temporarily used lubricant store. The used lubricant oil is kept in containers in lubricant store. A spill kit is placed underneath the engine in gen set room.			
Corrective / Preventive Action (by company)			
We will ensure to check, clean & monitor the leakage of spilling of lubricant oil in gen set room. The used lubricant oil will be disposed of every half yearly.			
Review of Correction & Corrective / Preventive Action			
HGMHSB submitted evidence dated 24/02/2020 that pollution and oil leakage at genset room and used lubricant store is clean up. A spill kit is placed in the genset room. The document submitted is sufficient to close the nonconformity. Implementation will be verified in next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name of Lead Auditor in Training: Chan Shi Lie		Date of Closure: 14/03/2020	
Review of Implementation			
Remote audit photos observed no pollution and oil leakage at genset and lubricant store. Implementation is consider appropriate.			

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Non Conformity Number 3

Name of Auditor: Khairul Anwar Bin Ismail	Date of Review: 21/01/2021
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Non Conformity Number 4

Indicator # and Description	4.5.6.1 b. Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities		
Location:	Estate.		
Description of Finding / Objective Evidence:			
Record of sighted RTEs or wildlife is not established.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Chan Shi Lie	Date Raise:	15/01/2020
Deadline for implementation	14/03/2020		
Root Cause Analysis (by company):			
We overlooked on record of sighted RTEs or wildlife is not established.			
Correction (by company):			
Our conductors had briefed our workers on sighting of wildlife and established a record book to record down the date and time of sighting of wildlife.			
Corrective / Preventive Action (by company)			
We will ensure that our record book to be updated every quarterly.			
Review of Correction & Corrective / Preventive Action			
HGMHSB has established wildlife sighting record and latest update on 13/02/2020. The record include date of sighting, type of wildlife sighted and location.			
The document submitted sufficient to close the major nonconformity. Implementation will be verified in next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Lead Auditor in Training: Chan Shi Lie	Date of Closure: 14/03/2020		
Review of Implementation			
Remotely reviewed the wildlife sighting record and latest update on 02/01/2021 includes date of sighting, type of wildlife sighted and location.			
Implementation is consider appropriate.			
Name of Auditor: Khairul Anwar Bin Ismail	Date of Review: 21/01/2021		

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4.6. Detail of Remote Audit Findings Identified during this audit

This section gives an overview of the non-conformities raised during this audit.

REMOTE AUDIT OUTCOME		
During this remote audit,	2	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number 1			
Indicator # and Description:	4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.		
Location:	Hong Geok Ming Holdings Sdn Bhd		
Description of Finding / Objective Evidence:			
Referring to Opportunity for Improvement (OFI) raised in stage 2 audit related to improving the format of training record. No record of the training material included in the training report. For example: Harvesting SOP training record dated 03/09/2020 include attendance list but no record of the training material included.			
Classification	<input checked="" type="checkbox"/> Major		<input type="checkbox"/> Minor
Raise by:	Joseph Sim Siaw Seng	Date Raise:	21/01/2021
Deadline for implementation	20/03/2021		
Root Cause Analysis (by company):			
Training materials were missed out.			
Correction (by company):			
Training materials have established.			
Corrective / Preventive Action (by company)			
Ensuring training materials will be included in future training.			
Review of Correction & Corrective / Preventive Action			
Remote document reviewed on HGMHSB training records confirmed the training goal, standard / procedure, material and equipment are included in the training reports as below: <ul style="list-style-type: none">- Chemical spraying training report dated 23/09/2020- Manuring training report dated 20/06/2020 The documents evidences are accepted and sufficient to close the non-conformity raised. The implementation is deemed adequate and will be verify on next audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Trainee Lead Auditor: Joseph Sim Siaw Seng	Date of Closure: 06/03/2021		

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Non Conformity Number 1	
Review of Implementation	
Name of Lead Auditor / Auditor:	Date of Review:

Non Conformity Number 2			
Indicator # and Description:	4.5.1.3 An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. (MAJOR)		
Location:	Hong Geok Ming Holdings Sdn Bhd		
Description of Finding / Objective Evidence:			
HGMHSB Environmental Management plan dated 09/11/2020 did not include the improvement plan to promote the positive impact.			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
Raise by:	Khairul Anwar Bin Ismail	Date Raise:	21/01/2021
Deadline for implementation	20/03/2021		
Root Cause Analysis (by company):			
Lack of knowledge and information to establish proper Environmental Management Plan.			
Correction (by company):			
Include the improvement plan to promote the positive impact in the Environmental Management Plan.			
Corrective / Preventive Action (by company)			
HGMHSB will continuously monitored the promotion of positive impact implementation.			
Review of Correction & Corrective / Preventive Action			
Review the document submitted, the Environmental Management Plan dated 18/01/2020 had include the improvement plan to promote the positive impact.			
The evidence provided sufficient to close the NC.			
Further verification will be conducted in the next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Auditor:	Date of Closure:		
Khairul Anwar Bin Ismail	06/03/2021		
Review of Implementation			

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Non Conformity Number 2

Name of Lead Auditor / Auditor:	Date of Review:
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Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.4.4.2 (b)	The risks of all operations shall be assessed and documented	Office	HGKHSB may consider improve the risk assessment of COVID 19 Virus Outbreak in the estate operation.
2.	4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent	Office	HGMHSB may consider improve the assessment of the polluting activities.

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5. CONCLUSION

Hong Geok Ming Holdings Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct ASA 01 audit consisting of 1 estate according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

There 2 Major NC raises and closed out successfully.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013 General principles for Oil Palm Plantations and Organised Smallholders.

Any audit is based on sampling within an organization's management system and therefore is not a guarantee of 100 % conformity with requirements.

As a result of this audit, the audit team confirms that

Total certified number of estate(s):	1
Total certified production area:	309.99 Ha
Certified FFBs January to December 2020:	3,054.89 Mt
Project FFBs January to December 2021:	4,240.00 Mt

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6. RECOMMENDATION

The audit team conduct a process-based audit focussing on significant aspects/risks and objectives required by the standard(s). The audit methods used are interviews, observations, sampling of activities, review of documentation and records.

The structure of the audit is in accordance with the audit plan included in this summary report as annex.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policies and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

	Recommended for Certification
X	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 11/03/2021

Joseph Sim Siaw Seng
TUV NORD (Malaysia) Sdn Bhd
Trainee Audit Team Leader

Puchong, 11/03/2021

Nur Amanina Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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Mode of Audit: Remote



7. LIST OF STAKEHOLDERS

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards.

Therefore, no stakeholders consultation for this surveillance audit.

MSPO Certification Summary Report

Company Name: Hong Geok Ming Holdings Sdn. Bhd.

Certifying Unit: Hong Geok Ming Holdings Sdn. Bhd.

Client Number: 92-144

Audit Type: ASA 01

Mode of Audit: Remote



Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives

This report is sent by the certification body to the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities of weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.

Salvo clause:

The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body. Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

Annex / Enclosures

Annex /
corresponding audit documentation

- ☒ P&C Audit Report / Checklists
- ☒ Audit Plan